

M B & B DAVIES IT TRAINING

THE TRAINING HOUSE

Email: enquiries@training-house.co.uk

Tel: 07753558105

VOUCHER ORDER FORM

YOUR NAME: _____
COMPANY or ORGANISATION NAME: _____
ADDRESS: _____
PHONE: _____
EMAIL ADDRESS: _____

No of Vouchers Required	Total

Purchase Order Number _____

I have read the Terms & Conditions below and agree to abide by them.

NAME: _____ POSITION: _____
DATE: _____

TERMS & CONDITIONS

ON RECEIPT OF PAYMENT

On receipt of payment, your vouchers will be posted to you. The vouchers will indicate an expiry date (12 months from order date).

WHEN YOU REDEEM YOUR VOUCHERS:

Please contact us to organise the date(s) for your training. We will then ask you to return the vouchers which you are redeeming. Vouchers are non refundable.

CANCELLATION OF BOOKED COURSES

Cancellations must be given in writing. Although we try to be flexible, we reserve the right to charge the full course fee if a cancellation occurs within 10 working days of the course (i.e. the voucher will not be available for an alternative course). This cancellation fee also applies to courses where postponements are made by your company within 10 working days of the course date.

We reserve the right to cancel a course due to reasons beyond our control. In such circumstances, alternative dates will be offered. We will not be liable for any loss or expense of the participant arising from such a cancellation.